

Professional and Managerial Branch
General Administration Group
Administration Series

MUNICIPAL CLERK

2/03 (AM)

General Purpose

Under administrative direction, as an appointing officer, provide executive management of a department engaged in a combination of diverse municipal administrative functions.

Typical Duties

Plan, organize, coordinate and control continuous around-the-clock Municipal Court staff support services such as case management, records retention and revenue collection. Involves: Direct case documentation, court scheduling, warrant issuance, cashing, penalty compliance tracking and allied activities. Advise City management regarding judicial and due process issues. Oversee operation of automated case processing program encompassing filings, dispositions and fine or fee collections. Respond to and resolve sensitive and complex inquiries and complaints including requests by Presiding Judge, elected or appointed officials, law enforcement agencies, and the public for information or clarification.

Plan, organize, coordinate and control City Clerk administrative services associated with the conduct of Council Meetings and Municipal elections. Involves: Direct preparation and distribution of meeting agendas which includes reviewing pertinent documents such as motions, ordinances, resolutions, prior meeting minutes, and attesting documents signed by the Mayor. Oversee arrangements for meetings and act as Council secretary. Ensure accurate documentation and filing of Council activity records in accordance with State Library and Archives Commission directives. Provide related support to committees of elected officials and other specialized boards, as required. Direct operations during elections in conjunction with involved parties, including the City Attorney, and State and County election officials. Confirm signatures on various petitions and documents. Ensure Pension Board of Director elections comply with El Paso Municipal Code.

Plan, organize, coordinate and control access to, and safe keeping of centralized municipal records and archives. Involves: Maintain awareness of records retention legislation and standards, and application to a broad spectrum of public records. Direct centralized data management to facilitate timely and efficient retrieval of records. Ensure all documents are accurately filed and document-tracking information is entered into computer databases. Oversee preservation of archival materials. Direct operation, maintenance and security of records storage facilities. Ensure accessibility and authorized release of records to the public and City departments for research and documentation purposes, in compliance with the Texas Public Information Act and judicial directives. Oversee responses to requests for open records and assist staff and the public upon request regarding retrieval of pertinent records and files. Oversee records retention training and compliance in other municipal departments.

Plan, organize coordinate and control department general operations and administration. Involves: Review and evaluate service delivery functions including general office, financial control, automated systems and internal relationships. Identify opportunities for efficiency improvement, and implement enhancements of standard operating procedures. Formulate strategies to realize administrative services goals. Develop and review related policies and methods. Establish work priorities and monitor work progress. Review funding requests, develop and monitor operating and capital improvement budgets, and approve purchases and expenditures.

Supervise assigned supervisory and non-supervisory professional and administrative support employees. Involves: Assign, schedule, guide and monitor work. Appraise employee performance and review subordinates' appraisals. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants, and oversee and approve hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform other administrative and managerial duties as required. Includes: Utilize reliable research and technical data in making staff presentations to City management. Represent the City at various meetings and conferences and interact with a wide range of officials, attorneys, regulatory agencies, other department directors, employees and the public. Attend staff, task force and special meetings as part of City management team.

Knowledge, Abilities and Skills

- Comprehensive knowledge of municipal court and council procedures.
- Comprehensive knowledge of the principles and methods of office management, including records retention regulations.
- Considerable knowledge of information management systems and their application to record management and report generation.
- Considerable knowledge of supervisory and customer relations techniques.
- Good knowledge of state and local ordinances as they pertain to criminal procedures and public information requests.
- Some knowledge of City ordinances, City Charter and the Texas Code of Criminal Procedures and the Texas Transportation Code.
- Ability to analyze and interpret oral, written, mathematical, technical data to identify and solve operational or technical problems of considerable difficulty.
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with fellow employees, officials, judges, and the general public.

Other Job Characteristics

- Regular public appearances at City Council meetings.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration, liberal arts or related field and six (6) years of professional administrative experience in a governmental organization, including three (3) years experience managing a division or section.

Licenses and Certificates: None.

Human Resources Director

Department Head